

NEW RIVER COMMUNITY & TECHNICAL COLLEGE PROCEDURE NO. 5

EFFECTIVE DATE: April 1, 2007
TITLE: New Employee Orientation

PROCEDURE

ALL EMPLOYEES

An orientation session will be held by Human Resources within three (3) days of each full-time, benefits eligible employee start date. The employee's supervisor is to schedule the following sessions with the appropriate departments prior to the employee's first day of work.

New Hire Forms (I-9, Tax Withholding)	Human Resources
Benefits session	Human Resources
Goals/Objectives from Position Information Questionnaire (PIQ)	Supervisor
Tour of Campus(es) with introductions	Supervisor
Technology: phone system, email, Banner, etc.	Campus Technology
Enrollment/retention	Dean of Student Services

NON-CLASSIFIED STAFF

Employee Handbook	Human Resources
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CLASSIFIED STAFF

Employee Handbook	Human Resources
DOP EPA-1 Form	Supervisor
Staff Council	Chair, Classified Staff

FACULTY

An orientation session will be held the day prior to the Faculty Institute for all new faculty. This will include the following topics and other relevant sessions.

Employee Handbook	VP/CAO or designee
Effective Teaching Methods	VP/CAO or designee
Faculty Evaluation	VP/CAO or designee
Constructing Effective Syllabi	VP/CAO or Campus Dean
Faculty Senate	Chair, Faculty Senate

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: Human Resources; Supervisor